

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDI/OC-003

1. TITLE OF REPORT (If a fill-in report include Form No.)

Staff Meeting Notes

2. TYPE
OF
REPORTSTATISTICAL
☒ NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

COMMUNICATIONS

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memorandum

☒ NO

10. PREPARING COMPONENT (include lowest level contributing information to report)

OC-CMS/CTB/AEB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	\$4.67		.25		\$1.17		52		\$60.84
GS-6	3.74		1.00		3.74		52		194.48
GS-12	7.73		.50		3.86		52		200.72
GS-12	7.51		.25		1.88		52		97.76
GS-13	9.40		.25		2.35		52		122.20
GS-13	9.40		.25		2.35		52		122.20
GS-14	11.96		.25		2.99		52		155.48
GS-16	13.61		.25		3.40		52		176.80

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$1130.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

By Direction.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

5 October 1970

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Communications Officer

FORM 9-70 142

Classification